



OFF-ROAD VEHICLE (ORV) / ALL-TERRAIN VEHICLE (ATV) SAFETY EDUCATION PROGRAM INSTRUCTIONS

Required under the authority of Part 811, 1994 PA 451, as amended, to be eligible for grant funding.

General Information

1. The ORV/ATV Safety Education Program is administered by the Michigan Department of Natural Resources (DNR).
 2. Grant payment for safety instruction through the ORV/ATV Safety Education Program will be based on a flat rate of \$15 to \$20 per student. The rate and individual amounts awarded will be based on total grant requests and available funding. No additional grant funding will be made available for equipment purchases, overhead costs, travel, or other expenses.
 3. **A background check will be conducted by DNR Law Enforcement Division on all instructor and assistant applicants.**
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Grant Application

1. Complete *PR 1831 ORV/ATV SAFETY Education Program Grant Application*. Provide name and address of grant applicant agency or organization, and the name and phone number of the contact person for the agency or organization. Provide an e-mail address for the contact person, if they have one.

Eligible grant applicants for the ORV/ATV Safety Education Program are:

- Colleges, universities, local education agencies, intermediate school districts and regional educational service agencies in the State of Michigan;
 - Local government agencies in the State of Michigan.
2. List all instructors and assistants that will be teaching the ORV/ATV classes for this organization or agency. Provide information required for each instructor and any assistants that will be helping with instruction by completing the *PR 9186 Michigan Recreational Safety Training Instructor Application*, including the range riding portion of the classes. Complete a separate form for each instructor or assistant and attach to the *PR 1831 ORV/ATV SAFETY Education Program Grant Application*.
Required minimum qualifications for instructors and assistants are:
 - Eighteen years of age or older;
 - Possession of a valid Operator's License;
 - Driving record with less than 7 active points within a 2-year period;
 - Prior experience in the safe operation of an ORV/ATV;
 - Knowledge and understanding of the rules and regulations pertaining to ORV/ATV operation on public and private land;
 - Successful completion of an ORV/ATV Coach Preparation Course approved by the DNR;
 - Favorable results of a background check conducted by DNR Law Enforcement Division;
 - Possession of all of the above throughout the grant year.
 3. Certified instructors will be provided with standardized course materials by the DNR. A new curriculum has been developed for implementation in fiscal year 2007-2008. Required components of the instruction are:
 - Michigan laws and regulations pertaining to ORV/ATV;
 - Basic geography, geology, topography of the State of Michigan trail system;
 - Substance abuse and ORV/ATV riding;
 - Aggressive riding and the consequences;
 - Risk management;
 - Safe riding strategies for a variety of conditions.

INSTRUCTIONS FOR COMPLETING GRANT APPLICATION (CONT'D)

4. List the instructor(s), the location and date of class (es) to be held by each instructor, and the estimated number of students on page 2 of the *PR 1831 ORV/ATV SAFETY Education Program Grant Application*. Please indicate the name of the facility and the street address in *Location*, if known. Attach additional sheets if necessary.
 5. The grant applicant's representative must sign the *PR 1831 ORV/ATV SAFETY Education Program Grant Application*, certifying the accuracy of the information provided.
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Grant Payment

At the completion of each class, the grantee must provide the test results ("bubble sheets") to:

ORV SAFETY EDUCATION
LAW ENFORCEMENT DIVISION
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
P O BOX 30031
LANSING MI 48909-7531

At the completion of the grantee's instruction activities for the grant year, but no later than October 31, the grantee must provide a list of locations and dates where ORV safety classes were held, the number of students at each location, and the name of instructors and assistants for each class. Send the completed *PR 1831-1 Grant Payment Request* to:

GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
P O BOX 30425
LANSING MI 48909-7925

Up to two payments per grant year will be made based on a flat rate of \$15 to \$20 per student, subject to review and approval by the DNR of the above documentation submitted by the grantee. Payments will be made based on the number of students actually instructed, including students failing the exam. No advance payments will be made.